

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 10-20**

3 DECEMBER 2001

Operations

***OPERATION CENTER (COMMAND
POST (CP)) OPERATIONS***

NOTICE: This publication is available digitally on the Air Force Electronic Publishing WWW site at:
<http://afpubs.hq.af.mil>.

OPR: DOCC (MSgt Lawrence K. Perkins)
Supersedes AFSPCCL 10-20, 1 Aug 00.

Certified by: DOC (Lt Col Keith J. Hansen)
Pages: 7
Distribution: F

This checklist (CL) reflects command requirements for AFSPC, numbered air force (NAF), wing and group Operation Centers (OC) to prepare for and conduct internal reviews, combat capability assessments, staff assistance visits, operational readiness and compliance inspections. The attachment should be used as a management tool to identify areas that may need attention, and to ensure compliance with applicable instructions.

SUMMARY OF REVISIONS

This checklist has been extensively revised to match the requirements of AFSPCI10-210, ***Operations Centers (Command Post) Policies and Procedures***, and should be thoroughly reviewed.

1. Critical items have been kept to a minimum and references have been provided for each one. Each critical item is related to public law, security, fiscal responsibility and/or mission accomplishment.
2. This checklist establishes a baseline. Add to or modify areas as needed to ensure an effective and thorough review of OC operations. NAF assessment and HHQ staff assistance teams will use the checklist during applicable assessments and program reviews. The Command Inspector General may use the checklist during inspections.

HOWARD J. MITCHELL, Maj Gen, USAF
Director of Operations

Attachment 1

OPERATION CENTER (COMMAND POST) OPERATIONS

Table A1.1. Operations Checklist for MAJCOM/NAF/Wing (ORI/CI/OA/SAV).

MISSION STATEMENT: The OC serves as the single agency for the execution of C2 activities, to include tasks and requirements established by HHQ directives, instructions, plans and local commander directed activities. The OC is the executive agency for commanders of HQ AFSPC, NAF, wing and group units. It is the nerve center from which commanders manage the readiness and capabilities of assigned forces, coordinate utilization of personnel and resources, and control operations throughout the spectrum of conflict, from peacetime through war. Reference Multiple Sources			
1. EMERGENCY ACTION PROCEDURES (EAP)			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are EAP processed in a secure environment to ensure format integrity? (AFSPCI10-210, Para 2.3.6)			
1.1.2. Are all controllers cleared for required access? (AFSPCI10-210, Para 3.3.1)			
1.1.3. Are actual and exercise EACs distinguishable from each other through the use of separate binders or color codification? (AFSPCI10-210, Para 4.6.4.4)			
1.1.4. Are all controllers who process EAP trained and certified IAW AFSPCI10-210? (AFSPCI10-210 Para 5.4 and 5.8)			
1.1.5. Are EAMs validated prior to dissemination? (Are SCAMs verified as correct?) (Applicable EAP)			
1.1.6. Are the procedures used to disseminate EA information to other agencies established and IAW applicable directives? (Applicable EAP)			
1.2. NON CRITICAL	YES	NO	N/A
1.2.1. Are EACs in their own binder, separate from other types of checklists (QRCs, CBCs)? (AFSPCI10-210, Para 4.6.4.3.)			
1.2.2. Are EACs easily accessible to controllers? (AFSPCI10-210, Para 4.6.4.3.)			
2. GENERAL OPERATIONS: Reference Multiple Sources			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the CP have emergency power back up? (AFSPCI10-210, Para 2.4.2.9)			
2.1.2. Is the console manned IAW AFSPCI10-210? (AFSPCI10-210, Para. 3.2.1 and 3.2.1.1)			

2.1.3. Do controllers collect, display and disseminate information accurately and IAW OIs, OPLANs, etc?(AFSPCI10-210, Para 4.2.2)			
2.1.4. Can controllers transmit, receive and access information using mission critical systems? (AFSPCI10-210, Para 4.2.2.3)			
2.1.5. Are back up C4 systems in place to ensure continuity of operations when primary systems are inoperable? (AFSPCI10-210, Para 4.3.1)			
2.1.6. Do controllers consistently demonstrate checklist discipline (Follow steps, use correct marking, etc.)? (AFSPCI10-210, Para 4.6)			
2.1.7. Are communication systems deemed essential logged out with a Job Control Number (JCN)? (AFSPCI10-210, Para 4.11.3)			
2.1.8. Do controllers monitor the location of key personnel to ensure timely notification of significant events? (AFI10-205_AFSPCSUP1, <i>SORTS, Preamble</i>)			
2.1.9. Has management established a local recognition program to recognize sustained superior performance? (AFSPCI10-2072, CP <i>Annual Awards Program</i> , Para 1.10)			
2.2. NON-CRITICAL	YES	NO	N/A
2.2.1. Does the CP have its own IMPAC or other type supply account? (AFSPCI10-210, Para 1.3.4.2.6)			
2.2.2. Is a minimum of 3 clocks in the CP to display local, ZULU and appropriate reference time? (AFSPCI10-210, Para 2.4.2.5)			
2.2.3. Is the MANREP submitted IAW AFSPCI10-210? (AFSPCI10-210, Para 3.4.)			
2.2.4. Is the tour of duty restriction (8 to 12 hours) adhered to? (AFSPCI10-210, Para 4.4.1)			
2.2.5. Are duty schedules maintained for 6 months? (AFSPCI10-210, Para 4.4.6)			
2.2.6. Are personnel working rotating shifts restricted from additional duties outside of the OC? (AFSPCI10-210, Para 4.4.8)			
2.2.7. Are publications considered critical to operations maintained in the console area? (AFSPCI10-210, Para 4.5.2)			
2.2.8. Are OIs written to cover local operating procedures IAW HHQ instructions and local directives? (AFSPCI10-210, Para 4.5.3)			
2.2.9. Are OIs reviewed annually for currency? (Office symbols, procedures, etc) and applicability? (AFSPCI10-210, Para 4.5.3)			
2.2.10. Have procedures been established to affect the efficient and effective flow of communications between the battle staff and controllers? (AFSPCI10-210, Para 4.6)			
2.2.11. Is a shift checklist established and used for each shift change and duration of the shift? (AFSPCI10-210, Para 4.6.7)			

2.2.12. Do shift checklists cover all required actions for the shift, such as end of day checks, re-keying, communication checks, etc.? (AFSPCI10-210, Para 4.6.7)			
2.2.13. Are duress alarms and emergency lights checked IAW local procedures? (AFSPCI10-210, Para 4.6.7.3)			
2.2.14. Do Events Logs contain sufficient information to allow for a full reconstruction of events and provide continuity for follow on shifts? (AFSPCI10-210, Para 4.8.)			
2.2.15. Is OC management reviewing the Event Logs the next duty day? (AFSPCI10-210, Para 4.8.)			
2.2.16. Are controllers reviewing CIF "hot" items prior to assuming shift? (AFSPCI10-210, Para 4.9)			
2.2.17. Are shift workers receiving BAS? (AFI10-207, <i>Command Posts</i> , Para 1.5.2)			
3. SELF INSPECTION PROGRAM (SIP): Reference AFSPCI10-210			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are semi-annual self-inspections conducted IAW local directives, or singularly as an OC only function? (Para 4.10.1.1)			
3.1.2. Are SIP checklists current (match directives, instructions, etc)? (Para 4.10.1.2.)			
3.1.3. Have SIP checklists been tailored to meet unit requirements and other areas requiring self-inspection? (Para 4.10.1.2.1)			
3.2. NON CRITICAL:	YES	NO	N/A
3.2.1. Have discrepancies been documented? (Para 4.10. 2.3)			
3.2.2. Is a SIP monitor appointed in writing? (Para 1.3.4.2.10.)			
3.2.3. Are previous IG/SAV reports maintained in the SIP binder? (Para 4.10.2.2.)			
4. QUICK REACTION CHECKLISTS (QRCs): Reference Multiple Sources			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Are QRCs current? (Phone #, office symbols, etc.) (AFSPCI10-210, Para 4.6.9)			
4.1.2. Are semi-annual reviews of QRCs conducted and documented? (AFSPCI10-210, Para 4.6.9.)			
4.1.3. Are the Installation Deployment Officer (IDO) and appointed alternates included on the Battle Staff recall checklist for all deployment and redeployment related activities? (AFI10-403, <i>Deployment Planning and Execution</i> , Para 1.5.1.2.)			
4.1.4. Do checklists include the requirement to notify the Crisis Incident Stress Team (CIST) chief of potential traumatic events? (AFI44-153, <i>Critical Incident Stress Management</i> , Para 2.1.5.)			

4.1.5. Where required, do checklists include the requirement to activate the CIST (or contact AFSPC/SG) for all “Class A” aircraft mishaps? (AFI44-153, Para 2.1.6)			
4.2. NON CRITICAL:	YES	NO	N/A
4.2.1. Is a set QRCs available at each controller position? (AFSPCI10-210, Para 4.6.5.3)			
4.2.2. Are QRCs tabbed and indexed for easy reference? (AFSPCI10-210, Para 4.6.5.4)			
4.2.3. Is the number of required QRC notifications per controller team 20 or less? (AFSPCI10-210, Para 4.6.5.5)			
4.2.4. Are attachments associated with a specific QRC referenced on the QRC? (AFSPCI10-210, Para 4.6.5.8)			
4.2.5. Are all QRC sets (console, ALT, training) identical? (AFSPCI10-210, Para 4.6.5.9)			
5. TRAINING: Reference Multiple Sources			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Have all trainers received the required training from the base OJT manager on being a trainer? (AFI10-207,Para 5.2.1.1)			
5.1.2. Have task certifiers received required training? (AFI10-207,Para 5.2.1.2)			
5.1.3. Is training properly documented using the correct forms? (AFSPCI10-210, Para 5.3.1.3)			
5.1.4. Has an annual training plan been developed that lists, by month, all required recurring training for a one-year cycle? (AFSPCI10-210, Para 5.3.4.1)			
5.1.5. Are new controllers given an initial interview to determine level of training required? (AFSPCI10-210, Para 5.4)			
5.1.6. Are monthly training meetings conducted and properly documented? (AFSPCI10-210, 5.6.1)			
5.1.7. Are certified personnel given monthly scenario training? (AFSPCI10-210, Para 5.6.3)			
5.1.8. Are certified personnel given monthly written tests for both EA and general knowledge? (AFSPCI10-210, Para 5.6.3.1)			
5.1.9. Are annual evaluations administered and documented for certified personnel? (AFSPCI10-210, Para 5.7)			
5.2. NON-CRITICAL:	YES	NO	N/A
5.2.1. Is the training NCO designated in writing? (AFSPCI10-210, Para 5.3.1)			
5.2.2. Is the training manager minimum 5-skill level? (AFI10-207, Para 5.3.1)			

5.2.3. Are trainers receiving guidance and oversight from the training manager? (AFSPCI10-210, Para 5.3.1)			
5.2.4. Is a separate CTO provided to each individual entered into training? (AFSPCI10-210, Para 5.3.4.2.1)			
5.2.5. Has support agency training been integrated into the training program? (AFSPCI10-210, Para 5.3.6)			
5.2.6. Are trainees given written tests and practical evaluations prior to certification? (AFSPCI10-210, Para 5.4.1.)			
5.2.7. Do controllers who miss training meetings review the minutes and receive a briefing from the training manager within 7 days of return to duty? (AFSPCI10-210, Para 5.6.1.3)			
5.2.8. Are detailed minutes of the monthly training meeting maintained? (AFSPCI10-210, Para 5.6.1.5.1)			
5.2.9. Are missed exam questions (EA and general knowledge) critiqued to 100 percent? (AFSPCI10-210, Para 5.6.3.1.)			
5.2.10. Are controllers who fail proficiency exams re-tested within 7 days of the failure? (AFSPCI10-210, Para 5.6.3.1)			
5.2.11. Are personnel who fail to meet proficiency shift requirements decertified? (AFSPCI10, Para 5.9.1)			
5.2.12. When required, are decertification are reinstatement annotated on the AFSPC form 1999, Controller Certification Record? (AFSPCI10, Para 5.10.2)			
5.2.13. Is the AF Form 673, Individual Training Record maintained IAW AFI36-2201? (AFI10-207, Para 2.2.6.3)			
5.2.14. Are controllers who have been absent for 60+ days decertified and entered into refresher training upon return to duty? (AFI10-207, Para 5.3)			
5.2.15. Are certifying officials IAW AFI10-207? (AFI10-207, Para 5.4.2.)			
6. FACILITIES AND EQUIPMENT: Reference AFSPCI10-210			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Has an alternate (ALT) facility been established? (Para 4.3.)			
6.1.2. Is working secure voice capability available? (Table A2.1)			
6.2. NON-CRITICAL:	YES	NO	N/A
6.2.1. Is equipment available to transmit and receive record copy message traffic? (Table A2.1)			
6.2.2. Is there documentation maintained for each piece of equipment that provides instruction for use and who to contact if the equipment malfunctions?			
6.2.3. Is the area clean and well maintained?			

6.2.4. Has non-functioning equipment been removed?			
6.2.5. Is the furniture appropriate and in good repair?			
7. SECURITY: Reference Multiple Sources			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Has a Security Manager been appointed in writing? (AFSPCI10-210, Para 1.3.4.2.8)			
7.1.2. Do controllers exhibit good security practices (Careful, whom they allow in, announce "unsecured line" when appropriate, etc.)? (AFSPCI10-210, Para 2.3)			
7.1.3. Does equipment comply with Emission Security (EMSEC) requirements? (AFSPCI10-210, Para 2.3.9)			
7.1.4. Does the CRO conduct and document required COMSEC training? (AFSPCI10-210, Para 2.4.1)			
7.1.5. Do all console non-secure phones have push to talk? (AFSPCI10-210, Para 2.4.1)			
7.1.6. Do all 1C3X1 personnel have a Top Secret clearance? Note: May mark "yes" if initial investigation or PR is in progress. (AFI10-207 Para 3.3)			
7.2. NON-CRITICAL:	YES	NO	N/A
7.2.1. Are all controllers familiar with procedures for the storage of transient classified material? (AFSPCI10-210, Para 2.3.1)			
7.2.2. Is an Operating Instruction written to cover local security procedures? (AFSPCI10-210, Para 2.3.2 and Table A3.1)			
7.2.3. Are controllers trained on security issues IAW applicable instructions? (AFSPCI10-210, Para 2.3.2)			
7.2.4. Are personnel familiar with COMPUSEC/OPSEC procedures? (AFSPCI10-210, Para 2.3.10 and 2.3.12)			
7.2.5. If forced to evacuate, can all remaining classified be securely stored? (AFSPCI10-210, Para 2.4.2.7)			